

Recording with Audacity

Preparation:

Download the application at <http://audacity.sourceforge.net>

Download the LAME mp3 encoder at <http://lame.sourceforge.net/>

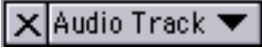
Put the LAME encoder in the Audacity folder


1. Open Audacity. You will get a blank document.
2. Click on the record button (the red circle) to begin

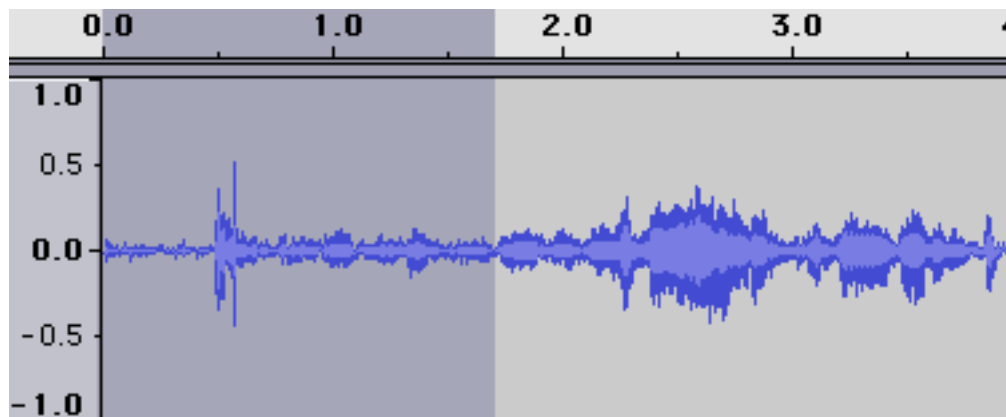
recording. 

3. Click on the stop button (yellow square) when

finished. 

4. IF you need to record again, first delete the recording by clicking on the “X” on the left side of the audio track. 

5. Use the Selection Tool  to select and delete any clicks or unwanted sounds at the beginning and end of the recording.




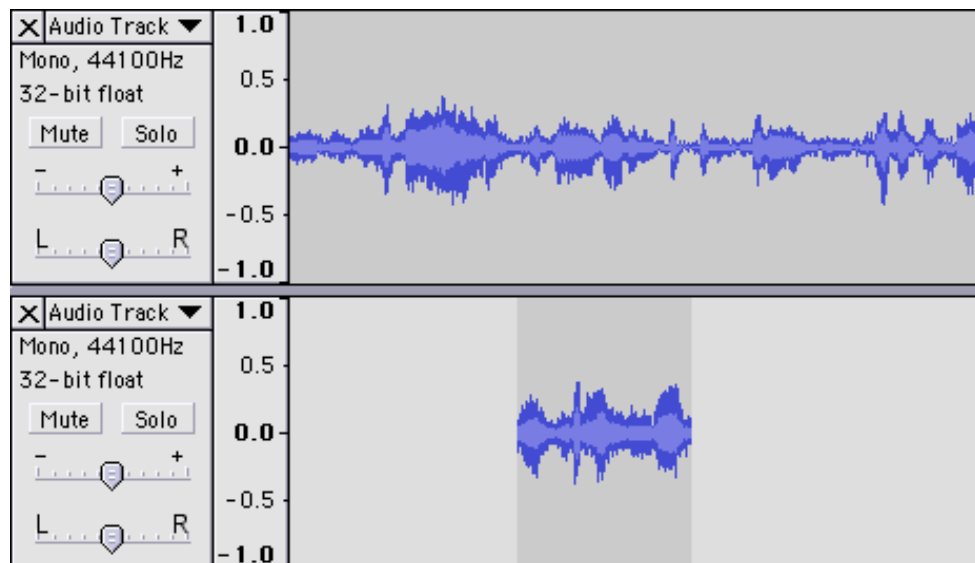
6. Normalize the recording:
 - a. EDIT, SELECT, ALL
 - b. EFFECT, NORMALIZE

c. Click OK.

7. Add the sound effects:

a. PROJECT, IMPORT AUDIO..., then select the sound effect file.

b. Move the sound effect layer to the appropriate location using the Time Shift Tool  [remember to click on the Selection Tool icon (I-beam) to resume editing]



c. Adjust the loudness of the voice and sound effect tracks using the volume sliders on the right side of the audio track.

8. Export the recording:

a. mp3: FILE, EXPORT AS MP3

b. aif or wave (for use in PowerPoint): FILE, EXPORT AS AIF or WAV